

Southern California Foreman Selection Process 2018

Critical Job Duties and Functions List

A qualified candidate for the Foreman position should be able to perform all of the duties listed below (with, or without, reasonable accommodation of disability).

Problem Solving Duties

Solve problems as they appear; anticipate problems in order to take action before they occur, involving supervision if necessary.

Develop creative solutions to overcome problems with breakdowns of equipment.

Prioritize work sequence in order of importance, need or procedure.

Determine alternative approaches to proper moving and transportation for items of unusual shape or weight.

Determine necessary equipment for lifting/mounting break bulk material by calculating weights.

Calculate weight distribution and distance from balance on crane.

Use weight measurements for the safe movement of cargo or material.

Determine center of gravity for the proper movement and storage of cargo.

Determine lift heights required to clear obstacles during movement of cargo when appropriate.

Communicating Effectively with Workers, Upper Management, and Others re Work Activities

Communicate faulty/broken equipment issues with mechanics, superintendent, and make certain unsafe equipment is removed from service.

Adjust management style to workers' personality differences to effectively address issues.

Use praise to motivate workers.

Communicate with hall by telephone to determine available workers when necessary.

Contact office/superintendent when discrepancies/problems exist in the paperwork.

Direct and communicate with crane operator to load and unload vessel using radio, hand signal, or other means.

Coordinate with chief officer of the ship and superintendent in regards to job-related activities such as lashing, reefers, and/or ballast.

Verbally communicate with other foremen, face-to-face or otherwise (e.g., via radio) as needed.

Communicate in person and/or via radio with superintendent concerning staffing for next day.

Communicate with next shift to pass along information (for things such as problems/issues) using written notes or verbal communication.

Communicate with other bosses to plan for work day.

Contact mechanics for repairs when necessary.

Communicate and coordinate with other foremen on special issues related to hazardous material.

Communicate with clerks/others regarding the storing of cargo on docks.
Communicate with lift operators to determine/adjust size of lift loads.
Communicate with hatch boss and/or ship boss to maintain coordination in handling of cargo.
Inform ship boss of location of cone racks on ships.
Communicate with management about cargo that is over regular length, height, and/or width.
Communicate potential conflicts about retrieval and placement of containers.
Communicate with others (e.g., gearmen, security, supervisors, mechanics) when unusual circumstances or difficulties occur.
Ensure proper communication equipment is available to workers, as necessary.
Coordinate with other bosses for the use of back-up transportation equipment in the event of breakdowns/malfunctions.
Determine authority figure representing ownership of cargo and communicate with same when appropriate.

Organization, Assignment, Coordination, and Supervision of Others

Assign hatch foremen to work locations.
Meet workers, assign workers to locations/jobs.
Assign jobs to match workers' abilities (i.e., strengths and weaknesses), when possible.
Organize workers into groups or teams.
Assign work groups to specific work areas; move work groups when appropriate.
Assign workers to specific vehicles; create report on assignment of workers to provide to appropriate parties.
Schedule breaks to address workers' needs and to ensure work proceeds in a timely fashion.
Relieve hatch bosses for breaks.
Discharge workers when appropriate (e.g., intoxication, insubordination, failing to work as directed), coordinating with superintendent as appropriate.
Discipline workers when necessary (e.g., verbally warn), coordinating with superintendent as appropriate.
Select workers for "elevation" to temporary foreman positions.
Ensure workers are prompt at beginning and end of shift, and breaks.
Decide on come-backs when appropriate or necessary; communicate this information with the superintendent.
Ensure adequate transportation is available to workers at end of shift to leave work areas.
Determine need for additional workers; communicate with superintendent to request additional workers when necessary.
Coordinate with workers for the correct placement of cone bins.
Coordinate job to ensure that crane bumps do not occur.
Distribute radios, assign frequencies.
Collect and/or turn in radios at end of shift.
Anticipate problems in workflow to proactively ensure that work pace and damage prevention is maintained; change work assignments as needed to maintain work pace and maintain safety; change cargo flow as necessary.

Coordinate proper setups of equipment throughout ship/day depending on work requirements.
Coordinate scheduling with ship boss to set bays up for lash-back.
Coordinate all other work activity in conjunction with crane activity; change work activity to address crane activity.
Supervise/direct the lifting of odd-sized break-bulk cargo with flexible equipment.
Supervise the use of hoisting equipment under unusual conditions (e.g., wet, excessive heat).

Safety and Safety-Related Duties

Collect/review daily paperwork to identify the required distribution of workers.
Conduct safety talks, including topics such as safe work behaviors, safe practices, advisements on the use of safety equipment, etc.
Conduct safety check of workplace at beginning of shift.
Continuously observe ALL workers for safety, damage, and/or productivity issues.
Visually check workers' safety equipment.
Observe workers for alcohol/chemical influence at beginning of and throughout shift.
Supervise safe securing of equipment for the following shift.
Supervise placement of cones to insure completed in safe manner.
Observe placement and location of workers and others (such as vendors) at all times (e.g., where they stand) to maintain safety.
Monitor traffic in work areas to ensure safe and efficient movement of traffic.
Address issues directly with workers that may be safety related.
Visually check all cones to make certain they are correctly locked or unlocked as required.
Report leaks/spills of hazardous materials.
Supervise specialized safety regulations specific for rail.
Lead by example through the wearing of proper personal protective equipment and ensure workers comply with PPE, as required.

Administrative Duties

Maintain written log of activities that take place during the shift.
Review paperwork for hazardous cargo or situations; identify hazard, take appropriate steps, initiate safety plan when necessary.
Visually check workers' qualifications and/or certifications.
Collect work tickets of workers at beginning of shift.
Complete worker payroll forms.

Loading, Unloading, Lashing, and Movement of Cargo Duties

Visually re-check all locks/hatch covers to ensure properly unlocked/locked.
Navigate safely onboard ship avoiding hazards (e.g. holes in deck, loose materials on deck).
Oversee swingman to ensure container is properly unlocked from chassis.
Make sure each work area is clear of workers at the end of shift, including ship, crane, others.

Drive into yard to retrieve drivers when necessary.
Assess cargo that is over regular length, height, and width; make decisions about moving or accepting such cargo; supervise moving of such cargo when it occurs.
Ensure that access to and about rail tracks is clear.
Identify previous damage to cargo and notify superintendent.
Determine the containers to be removed.
Maintain awareness of deck loads, observe and provide feedback constantly on work activities (concerning how load is to be loaded/unloaded, make changes concerning loading/unloading).
Oversee correct methods used for unloading/loading cargo.
Oversee covering of cargo or other materials because of foul weather or at the request of mate/captain to protect material.
Inspect work area at beginning of shift; have workers move materials/equipment if necessary.
Identify when it is necessary to change equipment.
Check to ensure correct types of containers are being used/moved.
Supervise unlocking of containers by going to top of containers.
Supervise securing the crane(s) at end of shift.
Oversee placement of cargo in specialized situations.
Match ship and dock equipment to cargo.
Oversee proper stowing of transportation/moving equipment for fueling.
Oversee operation of conveyor belt.
Plan unlash sequence.
Supervise securing of lashing equipment; proper stowage of turnbuckles and bars to ensure safety (tie-down).
Determine necessary lashing material for break-bulk material.
Supervise sorting of cargo/ materials from previous jobs.
Ensure accessibility of rail cars; supervise movement of rail cars when necessary.
Coordinate exposure of rail tracks to insure so that tracks are clear for car movement.
Supervise operation of crane.
Supervise rigging/lashing and transfer of materials from rail to transport vehicles.
Monitor radio to assist in locating material or cargo.
Supervise loading and movement of slabs using heavy lifts.
Coordinate and determine proper match between material and mode of transportation on heavy lifts.
Supervise movement of extra heavy pieces within strict tolerances.
Supervise use of special equipment brought to yard or on ship to move extra-heavy materials.
Supervise switch-out of rail cars.
Determine pick-up points of cargo.

Training

Update and/or maintain knowledge and skills related to productivity and safety, as appropriate.

Use of Tools and Equipment Duties

Supervise use of hand and light power tools.

Demonstrate tasks to workers such as: A) putting cones on, B) removing cones, C) watching your step, D) use of ladders, E) stepping on pipe/coils, F) use crowbar, G) cutter, H) how to drive lift, I) hookup coils, J) hookup various cargo, K) hand signals.

Demonstrate/instruct workers on activities, such as: A) proper placement of cones, B) how to hook-up rigging of legs on crane, C) how to signal, D) how to properly park container.

Demonstrate/instruct workers on correct lashing/unlashing techniques such as: A) turnbuckles, B) rods, C) locking poles, D) how to read plans, E) safe working procedures.

Demonstrate/instruct workers in rail area activities such as: A) locking/unlocking containers, B) locking/unlocking rail switches.

Supervise distribution of necessary tools.